



[CITY OF]

OTTUMWA

PEDDLER/TRANSIENT MERCHANT GROUP APPLICATION

Name or Title of Sponsoring Entity/Organizer/Promoter _____

Mailing Address _____
Street City State Zip

Name and Phone Number of Contact Person _____

Address of Contact Person _____
Street City State Zip

Date(s) of Celebration/Promotion/Festival/Activity/Event _____

Location of Event _____

List all peddler/transient merchants that will be present at Celebration/Festival/Activity/Event (please use additional pages if needed):

Name	Trade Name (if applicable)	Address	Iowa Sales Tax Permit Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date _____

Signature of Applicant _____

OFFICE USE ONLY

Upon completion of applicant's background investigation, chief of police or designee recommends:

approval _____ / disapproval _____ of license issuance. If disapproved, give reasons:

Date: _____

By: _____

Public property permit acquired from City Administrator on _____, if applicable.

License fee paid: \$10.00 per day _____ \$25.00 per week _____ \$50.00 per month _____ \$300.00 per year _____

Total amount received: _____ License No. _____ Expiration: _____

Ottumwa Municipal Code Chapter Chapter 22, Article V. Peddlers/Transient Merchants
Following is a summary of rules and regulations from Chapter 22, Article V.

1. Each and every person to engage in business within the City shall first obtain a license from the City Clerk and submit a completed DCI Background Check from the Iowa Division of Criminal Investigation.
2. A group license may be obtained by a sponsoring entity or organizer for peddlers/transient merchants for an organized celebration, promotion, festival, activity or event for a period no longer than 7 days at a specific location.
 - a. The sponsoring entity shall provide the clerk with the name, permanent residence, social security number, trade name, if any, and Iowa Sales Tax Permit Number of each peddler/transient merchant present, before the event, or within 10 days following the event.
3. All peddlers/transient merchants must secure a permit prior to conducting any business upon any sidewalk, street, alley or other public property owned by the City of any of its administrative agencies.
4. The issued license shall, at all times while doing business in this City, be displayed.
5. No person shall engage in the business of peddler/transient merchant between the time of sunset and sunrise.
6. All food products to be sold or offered for sale may be inspected and examined by the City Administrator or designee and persons may be required to produce satisfactory evidence that they are bona fide producers, raisers, or growers of the products or are their employees.
7. The City Council may revoke any license issued for the following reasons:
 - a. Misrepresentation on the license application or in conduct of business
 - b. Violation of federal, state or local law
 - c. Business conducted in manner that is a danger to public welfare, safety, order or morals

**For the complete City Code Section pertaining to Peddler/Transient Merchants visit the City of Ottumwa website at www.cityofottumwa.org.